

# MEC News

Elizabeth Ziegler | Executive Director

## 2023 Personal Financial Disclosure (PFD) Filing Deadlines

### 2023 Annual Filers

If a political subdivision listed you as a person required to file a PFD due to a position held in 2022, you must file your PFD no later than **May 1, 2023**. You will receive a letter with e-filing instructions, your MEC ID, and password.

Annual filers who are also candidates should adhere to the earlier due date. Annual filers must file for each year (or portion of a year) for which they hold a position that requires the filing of a PFD.

Failure to file by May 1, 2023, results in a late filing fee of \$10 per day. After 30 days, the fee increases to \$100 per day, not to exceed \$6,000. Additional penalties may also apply.

### 2023 Candidates

If you are required to file a PFD as a candidate in the April 4, 2023, election, the due dates are:

- 14-day deadline: **January 10, 2023**
- 21-day deadline: **January 17, 2023**

\*Failure to file by the 14-day deadline results in \$10/day late fees for candidates in a political subdivision without a conflict of interest ordinance.

\*\*Failure to file by the 21-day deadline results in candidate disqualification and removal from the ballot for candidates in a political subdivision without a conflict of interest ordinance.

Volume 56 | January 2023

### In this issue:

- 2023 Personal Financial Disclosure Filing Deadlines and Reminders
- Campaign Finance Tips
- Candidates: Register for an MEC Webinar
- We're Hiring! Reporting Specialist Position Available
- Calendar Check

### Important Reminder:

The MEC cannot enforce a political subdivision's conflict of interest ordinance.

If a subdivision has a conflict of interest ordinance on file and PFD deadlines are not met, penalties can only be enforced by the subdivision according to its ordinance.

Our mission: The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

## Campaign Finance Tips

### Unsuccessful November Candidates: Terminate Your Committee

If you are an unsuccessful candidate and have more money on hand than debt, you are required by law to terminate your committee. To terminate, simply:

1. Disburse any remaining funds appropriately.
2. Close your committee bank account.
3. File a full disclosure report that includes a Termination Statement. This can be filed as a standalone report at any time, or while filing another campaign finance report by checking the Termination Statement box on the committee homepage.

### Accepting and Reporting Contributions Received through Online Fundraising Platforms

Your committee may receive contributions using platforms like Venmo, PayPal, ActBlue, WinRed, etc., so long as funds are transferred directly to the committee's official bank account within five days of receipt.

On your campaign finance report, disclose the full amount donated by a contributor. Then, report any fees taken as an expenditure to the vendor.

For example: If Jane Smith donates \$125 dollars to your campaign via PayPal and your committee receives \$122 after fees, report a \$125 contribution from Jane Smith and a \$3 expenditure to PayPal.



## APRIL CANDIDATES: Register for an MEC Webinar

Not sure if you need to form a committee? Questions about campaign finance law?

### When to Form and Register a Candidate Committee

- January 12, 2023 at noon. Click [here](#) to register.
- January 24, 2023 at 6:00 p.m. Click [here](#) to register.
- February 6, 2023 at 6:00 p.m. Click [here](#) to register.
- February 24, 2023 at noon. Click [here](#) to register.

### Introduction to Campaign Finance and Record-Keeping

- January 19, 2023 at noon. Click [here](#) to register.
- February 16, 2023 at 6:00 p.m. Click [here](#) to register.
- March 14, 2023 at noon. Click [here](#) to register.

### Completing a Campaign Finance Report

- January Quarterly Report Webinar: January 9, 2023 at noon. Click [here](#) to register.
- 40 Day Before Election Report Webinar: February 21, 2023 at noon. Click [here](#) to register.
- 8 Day Before Election Report Webinar: March 24, 2023 at noon. Click [here](#) to register.

#### Physical Address:

3411 A. Knipp Dr., Jefferson City, MO 65109

#### Mailing Address:

PO Box 1370, Jefferson City, MO 65102

Phone: 800-392-8660 or 573-751-2020

Email: [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov)

Website: [www.mec.mo.gov](http://www.mec.mo.gov)



## We're Hiring! Reporting Specialist Position Available

The MEC is seeking a talented reporting specialist for its compliance and education division, based in Jefferson City. This specialist will assist candidates, public officials, committee treasurers, and lobbyists with their MEC filing requirements. Duties include entering and updating information in electronic systems, and reviewing reports for completion and accuracy. A degree from an accredited college or university is preferred; or a high school diploma and two years of work experience are required. For more information about this opportunity, click [here](#).

## Calendar Check

JANUARY 2023						
	1/10	14-day PFD deadline for April 4 candidates				
	1/10	Lobbyist monthly expenditure report due				
	1/16	Martin Luther King Jr. Day—MEC office closed				
	1/17	21-day PFD deadline for April 4 candidates				
	1/17	January Quarterly Report due (optional)				
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FEBRUARY 2023						
	2/10	Lobbyist monthly expenditure report due				
	2/13	Lincoln's Birthday—MEC office closed				
	2/20	President's Day—MEC office closed				
	2/23	40 Day Before April 4 Election Report due				
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MARCH 2023						
	3/10	Lobbyist monthly expenditure report due				
	3/15	List of Principals and Legislative Action Report due				
	3/23	Deadline to register a candidate committee for April 4 election				
	3/27	8 Day Before April 4 Election Report due				
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### MEC Tip:

Make sure to add your MEC deadlines to a calendar you check regularly to avoid late fees and penalties.

### Coming Soon:

Mandatory April Quarterly Report due April 17



# MEC News

Elizabeth Ziegler | Executive Director

## Personal Financial Disclosure: Have you filed?

Many public employees and officials must annually file a Personal Financial Disclosure (PFD) statement with the MEC to prevent any potential conflicts of interest.

If you are an annual filer under Missouri law or designated as an annual PFD filer by your political subdivision (ex: city, county, district, etc.), you must file your PFD with the MEC no later than Monday, May 1, 2023.

### Electronically File Your PFD:

- Click [here](#) to log-in to the PFD e-filing system.
- The MEC sent your ID and password in January.
- Can't find your login info? Click [here](#) to send your ID and password to your registered email address.

Volume 57 | April 2023



### Annual Filer Deadline:

May 1, 2023



### Time Period Covered:

Disclose financial interests from 1/1/2022—12/31/2022. If you only served a portion of the year, 1/1/2022—the last day you held the position.

### In this issue:

- 2023 PFD Reminders
- New Advisory Opinion Issued
- Local Election Authorities: Register for MEC Training!
- Employee Spotlight: Casey Lawrence
- Calendar Check

## MEC Issues New Advisory Opinion

Upon written request, the Commission may issue advisory opinions, which act as legal direction to the person requesting the opinion. Anyone can review MEC Advisory Opinions to learn about the Commission's interpretation of the law. However, please note that MEC opinions deal only with the specific request to which the opinion responded and only as to the law as it existed at the date of the response.

The MEC recently issued [Advisory Opinion 2023.02.L.001](#), which discusses the definition of a lobbyist and activities that constitute lobbying. You can view the opinion [here](#). You can search for additional advisory opinions [here](#).

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## Campaign Finance: What to do after the election

### SUCCESSFUL CANDIDATES:

- Successful candidates must file the *30 Day After Election Report* **before** being sworn-in to office.
- Successful candidates may choose to either terminate their committee or keep their committee open.
- Successful candidates who choose to keep their committee open should amend their *Statement of Committee Organization* to reflect their next election date to receive important filing reminders.
- Successful candidates who choose to terminate must disburse remaining funds or settle remaining debt, close their bank account and file a *Termination Statement* along with a full disclosure report.

### UNSUCCESSFUL CANDIDATES:

- Unsuccessful candidates with more money on hand than debt must terminate within 30 days.
- Unsuccessful candidates with more debt than money on hand may convert to a debt service committee to retire committee debt.
- To terminate your committee, disburse any remaining funds, settle any committee debt, close your committee's bank account, and file a full disclosure campaign finance report that includes a *Termination Statement*. You can terminate your committee using the *30 Day After Election Report*.
- To amend to a debt service committee, amend your *Statement of Committee Organization* to reflect that your committee is now a debt service committee.



## Attention Local Election Authorities!

### MEC Training Opportunities

Join the MEC for a training session designed to assist clerks and local election authorities. The MEC's training team will discuss the process of preparing your political subdivision for a local election. Topics covered include reporting your annual operating budget, passing a conflict of interest ordinance, and important deadlines for 2023.

Register for a session today!

#### IN-PERSON:

- Date: Wednesday, June 14, 2023
- Time: 10:00—11:30 a.m. (30-minute Q&A session to follow)
- Location: James C. Kirkpatrick Information Center, 600 W Main St, Jefferson City, MO 65101
- [Register here](#)

#### WEBINAR:

- Wednesday, June 21, 2023—10:00 a.m. (approx. 45-minute session)
  - [Register here](#)
- Thursday, June 22, 2023—2:00 p.m. (approx. 45-minute session)
  - [Register here](#)

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## Employee Spotlight: Casey Lawrence

Casey Lawrence is a Compliance and Education Specialist and newest member of the MEC team. Prior to her work at the Commission, Casey was the Director of Sunshine Law Compliance and Records Management for the Missouri Attorney General's Office, and gave Sunshine Law trainings throughout Missouri. When she is not educating constituents on behalf of the MEC Casey enjoys spending time with her family, baking, and reading mystery novels.

## Calendar Check

APRIL 2023						
	4/10	Lobbyist monthly expenditure report due				
	4/17	Mandatory April Quarterly Report due				
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### MEC Tip:

Make sure to add deadlines to a calendar you check regularly to avoid late fees and penalties.

MAY 2023						
	5/1	Annual PFD Filer Deadline				
	5/4	30 Day After April 4 Election Report Due				
	5/8	Harry Truman Day—State offices closed				
	5/10	Lobbyist monthly expenditure report due				
	5/29	Memorial Day—State offices closed				
	5/30	List of Principals & Legislative Action Report due				
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JUNE 2023						
	6/12	Lobbyist monthly expenditure report due				
	6/19	Juneteenth—State offices closed				
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### Coming Soon:

Mandatory July Quarterly Report due July 17, 2023





# MEC News

Elizabeth Ziegler | Executive Director

Volume 58 | July 2023

## Reminders for Political Subdivisions Relating to Personal Financial Disclosures



### Confirm your Annual Operating Budget

By **July 17, 2023**, subdivisions must confirm to the MEC whether their annual operating budget (AOB) is over \$1 million or \$1 million or under. To e-file your subdivision's AOB, log in to the subdivision's MEC account. You should receive an email with your subdivision ID and case-sensitive password.



### Conflict of Interest Ordinances

Each subdivision may choose to adopt its own method of disclosing the potential financial conflicts of interest of its candidates, officials, and/or employees. Please note—the minimum requirements outlined in statute for an ordinance do not include penalties. Include any desired penalties in the ordinance. Upon adoption, the subdivision is responsible for enforcing its ordinance.

### Checklist for Subdivisions:

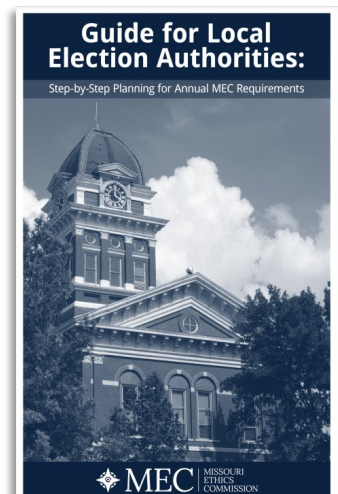
- ✓ Confirm whether your subdivision's AOB is over \$1 million by **July 17, 2023**.
- ✓ Adopt, or re-adopt a conflict of interest ordinance (if desired) by **September 15, 2023**.
- ✓ If ordinance is adopted, send a certified copy to the MEC within 10 days.

### In this issue:

- Reminders for political subdivisions
- Campaign Finance: July Quarterly Report Due
- MEC Resources
- We're Hiring!
- Calendar Check

## New Publication Resource

The Missouri Ethics Commission has created a new publication, *Guide for Local Election Authorities: Step-by-Step Planning for Annual MEC Requirements*. This resource was developed to help political subdivisions and local election authorities better understand their MEC requirements before, during, and after candidate filing. This publication is also helpful for political subdivisions that do not have candidates, as it addresses the process for annual filers. You can access the digital version [here](#). We hope to have physical copies mailed to all political subdivisions by the end of July. Please let us know what you think!



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## July Quarterly Report Reminder

### Campaign Finance Report Filing Tip:

If you do not see the July Quarterly Report as an option when you log into the MEC filing system you may have a previous report that is still open and active. If you have a report that is currently open our system will not show you any other report options. You will need to resolve the previous report in order to move forward with the July Quarterly Report. If you need assistance with this process please contact our office at 800-392-8660 or at [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov).

### Campaign Finance Filing Reminders:

- The July quarterly report is due on **July 17th**.
- This report is **mandatory**.
- The reporting time-period for this campaign finance report is from April 1st, or the day after your last full disclosure report was submitted, to June 30th.
- If you need your login information to file your report please reach out to our office as soon as possible.



## Conflict of Interest– Frequently Asked Questions

The Missouri Ethics Commission often receives questions about matters related to conflicts of interest. To assist the public with finding answers to these types of questions we have a robust frequently asked questions [page](#) on our website, and you can search these by keyword. We also post all of the Commission's [Opinions](#) online. These reflect the commission's interpretations of our statutes.

Once you are on the frequently asked questions page of our website you can either search through them using our keyword search function, or by selecting a specific category to review. The categories are Campaign Finance, Financial Disclosure, Lobbying, Conflict of Interest or Enforcement Actions, and you can also use a keyword search within each category.

Below is an example of a frequently asked question, and a link to the relevant Commission Opinion.

### **Q: Can a mayor of a 4th class city also be employed as the city administrator?**

A: No, a mayor cannot retain their elected position and also be employed as city administrator. Further, a mayor is prohibited from assuming another government position within that political subdivision for one year after leaving office in which they attempt to influence the city.

§ 105.454.1(5) and § 105.458.1(1)

Advisory Opinion [2008.09.CI.008](#)

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## Calendar Check

### JULY 2023

- 7/4** Independence Day—State offices closed
- 7/10** Lobbyist monthly expenditure report due
- 7/17** Mandatory July Quarterly Report Due
- 7/17** Deadline for subdivisions to submit annual operating budget to the MEC

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### AUGUST 2023

- 8/10** Lobbyist monthly expenditure report due

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### Coming Soon:

Mandatory October Quarterly Report due October 16, 2023

### MEC Tip:

Add deadlines to a calendar you check regularly to avoid penalties.

### SEPTEMBER 2023

- 9/4** Labor Day—State offices closed
- 9/11** Lobbyist monthly expenditure report due
- 9/15** Deadline for subdivisions to adopt (or re-adopt) a conflict of interest ordinance

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# MEC News

Elizabeth Ziegler | Executive Director

## Clerks and local election authorities: Take steps to prepare for 2024

Volume 59 | October 2023

### In this issue:

- Reminders for clerks and local election authorities
- Who must file a PFD?
- Lobbyist Annual Registration Reminders
- Calendar Check

The MEC relies on the valuable work done by Missouri's clerks and local election authorities to ensure that our state's personal financial disclosure (PFD) laws are followed. In this issue of MEC News, we're focusing on how to help political subdivisions prepare for the coming year's candidate PFD filers and annual PFD filers.

Candidate filing for the April 2, 2024, election is just around the corner. Clerks and local election authorities should complete the following steps to help the process run smoothly:

✓ **Know your subdivision's AOB.**

Knowing whether your subdivision's annual operating budget (AOB) exceeds \$1 million will help you determine whether any candidates in your subdivision must file a personal financial disclosure statement (PFD).

✓ **Review your subdivision's conflict of interest ordinance (if applicable).**

If your subdivision's AOB is over \$1 million, know whether your subdivision has a conflict of interest ordinance in effect. If so, thoroughly review the ordinance to understand who, within the subdivision, is required to file a PFD and the penalties for late or non-filing. If your subdivision has an AOB over \$1 million and does not have a conflict of interest ordinance in effect, all candidates must file a PFD.

✓ **Review election packets from the MEC.**

These packets contain all the materials you will need from the MEC during candidate filing for the coming year's elections. If you do not accept candidate filings for your political subdivision, please forward the packet to the entity that does accept your candidate filings. For additional materials, contact MEC.

✓ **Inform candidates whether they must file a PFD.**

Inform every candidate whether they are required to file a PFD by completing a Notice to Candidate Form when the candidate files to run for office. Provide each candidate with a copy of the completed Notice to Candidate Form, a 2024 MEC Guide to Ethics Laws, campaign finance publications, a candidate training flyer, and a paper copy of the PFD form (if the candidate is required to file).

If you have questions about any of these steps, you are encouraged to review our [Guide for Local Election Authorities](#), which provides a comprehensive overview of the requirements that political subdivisions have with the MEC. You can also [sign up for our webinar series](#) for clerks and local election authorities. For more information about how to submit your subdivision's list of candidate PFD filers and annual PFD filers, see page 2.

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## Who needs to file a PFD?

Each year, many candidates, public officials, and public employees in political subdivisions across the state of Missouri are required to disclose their private financial interest to the public in an effort to prevent potential conflicts of interest. In Missouri, this collection of disclosure forms and requirements are commonly referred to as personal financial disclosure, or PFD.

To know which individuals are required to file a PFD, the MEC relies on lists provided by political subdivisions. The MEC requests political subdivisions to submit an annual filers list by December 13, 2023, and a candidate filers list within 48 hours of the close of candidate filing for an election.

To determine who is an annual PFD filer within your subdivision, consult page 18 of the MEC's [Guide for Local Election Authorities](#). To determine which candidates must file a PFD within your subdivision, consider the following:

- If your subdivision's AOB is \$1 million or less, no candidate must file a PFD.
- If your subdivision's AOB is over \$1 million and the subdivision does not have a conflict of interest ordinance in effect, all candidates must file a PFD.
- If your subdivision's AOB is over \$1 million and the subdivision has a conflict of interest ordinance in effect, carefully review the ordinance to determine which candidates must file a PFD.

Electronically filing the annual filers list and candidate filers list:

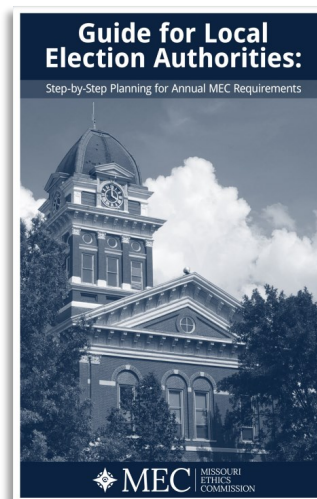
1. [Log in](#) to the political subdivision electronic filing system.
2. Click "go" next to the list you would like to complete (note: tasks may not be available to complete until later in the year).
3. Carefully review and follow any instructions or prompts from the electronic filing system.

The MEC will host [step-by-step webinars](#) demonstrating how to complete the Annual Filers List and Candidate Filers List. See right for a list of dates and times. Space is limited and registration is required. Secure your spot today!



### Upcoming Deadlines

- Annual Filers List Due: December 13, 2023
- April Candidate Filers List Due: December 28, 2023



### Annual Filers List Webinar

- [12/8/23 at 2-2:45 p.m.](#)
- [12/11/23 at Noon-12:45](#)

### Candidate Filers List Webinar

- [12/19/23 at 2-2:30 p.m.](#)
- [12/20/23 at Noon-12:45](#)

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Website: [www.mec.mo.gov](http://www.mec.mo.gov)

## Lobbyists: Renew your registration for 2024

Missouri lobbyists must annually renew their registration with the MEC and pay a \$10 renewal fee. Renew your registration between 12/1/2023 and 1/5/2024, for calendar year 2024. If your lobbyist renewal and payment is not complete by 1/5, your lobbyist status will be terminated, effective 12/31. To renew your registration:

- 1 [Log in](#) to the lobbyist electronic filing system.
- 2 Starting on December 1, 2023, a registration renewal prompt will appear at the top of the screen. Click the prompt link to begin. Review your lobbyist information and make any changes, if necessary. Once everything looks correct, click "Agree."
- 3 Pay your \$10 registration renewal fee. You will be directed to a secure vendor to pay electronically, but you may choose to mail a check or money order to the MEC (PO Box 1370, Jefferson City, MO 65102) or drop off your payment in-person or using our drop-box (3411 Knipp Drive, Jefferson City, MO 65109).

## Calendar Check

OCTOBER 2023						
	10/9	Columbus Day—State offices closed				
	10/10	Lobbyist monthly expenditure report due				
	10/16	Mandatory October Quarterly Report due				
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NOVEMBER 2023						
	11/10	Veterans Day—State offices closed				
	11/13	Lobbyist monthly expenditure report due				
	11/23	Thanksgiving—State offices closed				
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DECEMBER 2023						
	12/1	Lobbyist registration renewal begins				
	12/11	Lobbyist monthly expenditure report due				
	12/13	Subdivision's annual filers list due				
	12/25	Christmas—State offices closed				
	12/28	Subdivision's candidate PFD filers list due (April municipal election)				
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### MEC Tip:

Add deadlines to a calendar you check regularly to avoid penalties.



### Coming Soon:

Mandatory January Quarterly Report due January 16, 2024

